

UChicagoGRAD Higher Education Administration (HEA) Internships

Program Overview

Part of the GRAD Global Impact (GGI) Internship initiative by UChicagoGRAD, the Higher Education Administration (HEA) Internships provides UChicago graduate students with experiential learning opportunities at offices across the university. The program aims to create mutually beneficial relationships between hosts and interns by connecting offices with graduate student talent and helping graduate students develop professional skills that prepare them for careers in academia, industry, nonprofits, and government.

HEA Certificate

UChicagoGRAD and the Graham School have designed a workshop series to enable interns to be more effective in their roles at host offices, and more competitive in the employment market. The cohort of campus-wide HEA Interns will meet weekly for presentations led by topical experts. The series culminates with a HEA Showcase where interns present their HEA experience to the cohort and current/prospective hosts. Completion of the workshop series results in a HEA Certificate.

Workshop + Discussion

Venue: UChicagoGRAD HQ (University Bookstore, 3rd Flr)

Date, Time

1) Higher Education: History & Career Trajectories	April 20, 11-1215 PM
2) Office Communication & Building Partnerships	April 27, 11-1215 PM
3) Understanding Budgets	May 4, 11-1215 PM
4) Student Affairs Management	May 11, 11-1215 PM
5) Alumni Relations & Development	May 18, 11-1215 PM
6) Civic Engagement & Diversity	May 25, 11-1215 PM
7) Policies & Legal Issues	June 1, 11-1215 PM
8) Future of Higher Education: Data-Driven Analysis	June 8, 11-115 PM
HEA Showcase	August 31, 4-530 PM

Host Obligations

- **TIMELINE: internship begins for at least 2 quarters; full-year recommended**
 - ❑ **March 1-3:** host posts job description on GRAD Gargoyle job board (HEA job posting guide available at grad.uchicago.edu)
 - ❑ **March 6-29:** host screens and interviews candidates
 - ❑ **March 30-April 20:** host informs UChicagoGRAD of selected intern
 - ❑ **April 20:** Deadline to commence internship
- **WAGE & HOURS:** \$15/hour; average 10-15 hours/week and not more than 19.5 hours/week; work-study eligible; ensure internship hours do not conflict with HEA Workshops

Intern Obligations

- **ELIGIBILITY:** students in full-time, degree-granting PhD, master's, and professional programs
- **HEA CERTIFICATE:** participate in all HEA Workshops plus HEA Showcase; some preparation needed
- **FEEDBACK:** complete a UChicagoGRAD survey

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